

UNIVERSITY NORTH PARK BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD MINUTES

November 6, 2015

The University North Park Business Improvement District Advisory Board met at 10:06 a.m. in the John Q. Hammons Boardroom at the Embassy Suites Hotel & Conference Center on the 6th day of November, 2015, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT: Mandy Haws
Mike Thompson
Matt Clouse
Rex Amsler
Jennifer Alexander
Bill Nemeth
Dan Quinn

ABSENT: Guy Patton
Brad Goodwin

STAFF PRESENT: Jeff Bryant, City Attorney
Kathryn Walker, Assistant City Attorney
Jud Foster, Director of Parks and Recreation
Anthony Francisco, Finance Director
Jayme Rowe, Legal Admin Tech

Item 1, being:

APPROVAL OF THE OCTOBER 2, 2015 MEETING MINUTES.

After review, a motion was made by Mr. Thompson, seconded by Ms. Haws to accept the Minutes from the October 2, 2015 meeting as submitted. The vote was unanimous to accept the Minutes as submitted.

Item 2, being:

UPDATE ON LEGACY PARK CONSTRUCTION.

Ms. Walker informed the Board that Mr. Foster, who was scheduled to present on this item, was involved in another meeting and would be arriving shortly. She suggested this item be moved to the end of the Agenda.

Item 3, being:

UPDATE ON EVENT RESERVATIONS FOR LEGACY PARK.

Since this topic will also be presented by Mr. Foster, it was also moved to the end of the Agenda.

Item 4, being:

PRESENTATION AND POSSIBLE ACTION REGARDING A RESOLUTION ALLOWING
INTOXICATING BEVERAGES FOR EVENTS AT LEGACY PARK.

Ms. Walker mentioned an upcoming event scheduled at Legacy Park which is sponsored by the Fred Jones, Jr. Museum of Art. The planners of the event inquired about serving wine during the event, however, on June 30, 1987, City Council passed Resolution R-8687-95 which prohibited the distribution or sale of intoxicating or alcoholic beverages at any city of Norman public park or recreational facility with the exception of the Firehouse Art Station, the Historical Museum, the Sooner Theater, Westwood Park and the Santa Fe Depot. There is a provision which allows an exception for these special event venues and required them to go through a restrictive permit and licensing process that involves the City, the County and the State.

Since Legacy Park was designed and constructed to accommodate various types of special events, it has been suggested that Legacy Park be added to the locations mentioned above that could qualify for an exception after following the specified permit and licensing procedure. Staff has drafted Resolution R-1516-31 to add Legacy Park to the Firehouse Art Station, the Historical Museum, the Sooner Theater, Westwood Park and the Santa Fe Depot as locations where distribution of intoxicating or alcoholic beverages is possible within these parameters.

Discussion was held regarding what security and permitting procedures are currently in place at these venues for special events. There were also comments regarding the restaurants that will be near Legacy Park and how this could impact their outdoor dining areas. Ms. Walker explained that applications for special events are currently reviewed on a case-by-case basis and that would not change. She did suggest that restaurant service will likely need to be clarified as restaurants are closer to being opened near Legacy Park and some of these concerns would likely be discussed by the Parks Board as they prepare to roll out specific policies in the near future.

At this time, Ms. Haws made a motion, seconded by Mr. Thompson to recommend to City Council that Resolution R-1516-31 be approved. Mr. Nemeth mentioned delaying recommendation of this Resolution until policies established by the Parks Board were presented. The Board was reminded that would restrict the scheduled fund-raising event to be hosted by Fred Jones, Jr. Museum of Art. Additionally, the Board was reminded that the current policy required each special event to be reviewed by the City Clerk's Office and the Parks Board, as well as other County and State bodies, to ensure compliance with the established permit and licensing requirements.

A vote was then called by the Chair with regard to the motion on the table. The vote was unanimous to recommend that City Council accept Resolution R-1516-31 adding Legacy Park to City facilities that can be used as venues for special events that can serve alcoholic beverages.

Item 5, being:

UPDATE ON FUNDING ARRANGEMENT FOR ROBINSON STREET AND LIFESTYLE CENTER ENTRANCES.

Mr. Bryant mentioned the discussion at the October 2, 2015 meeting of this Board regarding the entrances into the UNP area and the motion passed by this Board at that meeting to support the funding structure of the Robinson Street Entrance but delaying further action on the funding structure of the Lifestyle Center entrance until a tenant was identified and construction was underway. Mr. Bryant reported that he had taken the recommendation to the developer but the developer was reluctant to delay setting the funding structure for both entrances since establishing this for both entrances was going to be included in Development Agreement No. 5. The developers were concerned that repeated requests to amend the funding structure could be looked at unfavorably by all entities involved with the project. The concerns from this Board's members regarding

committing to the entire cost of both entrances were mentioned by Mr. Clouse and Mr. Bryant reported that he had discussed this with the developer who suggested spreading these costs out as needed but including the total costs in Development Agreement No. 5.

At this time, Mr. Bryant asked for a recommendation from this Board regarding funding both of the entrances. Mr. Thompson made a motion that this board recommend agreeing to the previously discussed funding structure for both entrances which would involve a commitment of approximately \$300,000 from BID funds. This motion was seconded by Mr. Amsler.

A vote was then called by the Chair with regard to the motion on the table. The vote was unanimous that the funding structure for both entrances be supported by this Board which would involve a commitment of approximately \$300,000 from BID funds.

At this point in the meeting, Mr. Foster was able to address Item 2 and Item 3 on the Agenda.

Item 2, being:

UPDATE ON LEGACY PARK CONSTRUCTION.

Mr. Foster reported that there are only a few minor details remaining to be completed as far as the general contractor is concerned. One of those items is replacing fifteen (15) trees which, due to planting during the optimal growing season, will likely be scheduled near the end of December. Another item involves repainting some of the railings around the west side of the pond. Mr. Foster anticipates requesting Council to accept the completion of the project around the first of 2016. Once completion has been accepted by Council, the one year warranty offered by the contractor will be in effect.

There was discussion regarding the fountain and the lights and Mr. Foster confirmed that both are working adequately, although there are five (5) lights that were damaged by the May tornado and the general contractor and the lighting sub-contractor are working out final repair or replacement of those lights.

A question was asked regarding the audio system discussed at the previous meeting and Mr. Foster confirmed that the system would only provide background music to the area but would not be adequate to provide audio services for presentations in the stage area. Additionally, he confirmed that staff in the Parks and Recreation Department would likely assist with any audio system programming during special events. The same arrangement would apply to lighting and fountain operations.

Item 3, being:

UPDATE ON EVENT RESERVATIONS FOR LEGACY PARK.

Mr. Foster reported that two events had been held at Legacy Park recently, a wedding and a band event sponsored by a local church. When contacted following the events, one minor issue had been mentioned regarding the restrooms seeming to be locked during the wedding. Upon further research regarding this issue, it has been determined that additional signage is likely needed to avoid similar situations.

At this point in the meeting, the Chair returned to the remaining items as listed on the Agenda.

Item 6, being:

TOPICS FOR FUTURE DISCUSSION.

The Board discussed the need for a dedicated event planner to work with the many agencies and groups who might be interested in scheduling events at Legacy Park. Mr. Amsler mentioned that he has explored this topic briefly with the corporate level of the Embassy Suites organization but they would like to have a better idea of the policies concerning events at Legacy Park before researching this position further. Mr. Amsler also reminded the Board that the goal of Legacy Park is to benefit all businesses within the UNP area and there should be no confusion regarding the role the Embassy Suites is playing in this part of the project. Mr. Bryant suggested that the Chair consider appointing a sub-committee to try to define the position. The Chair then appointed Ms. Haws, Mr. Thompson, Ms. Alexander and Mr. Amsler to a sub-committee to discuss the feasibility of creating a special events coordinator for Legacy Park. Ms. Haws suggested including Melissa Scaramucci in this sub-committee since she should have valuable feedback following the upcoming Fred Jones, Jr. Museum of Art event scheduled for next week.

Item 7, being:

DISCUSSION ABOUT DATE, TIME AND LOCATION FOR THE NEXT MEETING.

Due to the upcoming holidays, the Board decided to schedule the next meeting for Friday, January 15, 2016, beginning at 10:00 a.m. Ms. Alexander offered to check on the availability of the conference room at the Embassy Suites for this meeting.

Item 8, being:

MISCELLANEOUS DISCUSSION.

The Chair reminded the Board members to contact Ms. Walker with topics to be addressed at future meetings.

ADJOURNMENT.

The meeting adjourned at 11:15 a.m.